

# **SAMPLE LETTER TO PARENTS**

**"We were very sad to hear that one of our students, \_\_\_\_\_ (name) \_\_\_\_\_, died yesterday as a result of \_\_\_\_\_ (type of accident or illness). \_\_\_\_\_ (name) \_\_\_\_\_ is the son of \_\_\_\_\_ (parents) \_\_\_\_\_ of \_\_\_\_\_ (address) \_\_\_\_\_ .**

**The school's Crisis Team has met and discussed a set of planned procedures that have taken or will take place to help our students work through their grief. Counselors and professionals, as well as our trained Crisis Team and a caring staff, will be available to students.**

**Visitation:                    Smith Funeral Home  
Monday, January 5, 1998  
2:00 to 5:00 p.m. and 7:00 to 9:00 p.m.**

**Funeral Service:        St. John's Lutheran Church  
Tuesday, January 6, 1998  
11:00 a.m.**

**The \_\_\_\_\_ family has invited students to attend the funeral service. Students will be excused from school to do so with parental permission on the signed slip below.**

**Sincerely,**

\_\_\_\_\_  
**(Principal)**